

**CITY OF SAINT LOUIS**  
**DEPARTMENT OF PUBLIC SAFETY**  
**BUILDING DIVISION**  
  
**BUILDING PERMIT APPLICATION**  
**SUBMITTAL/REVIEW PROCESS**  
**INFORMATION GUIDE**  
  
**FOR**  
**RESIDENTIAL CONSTRUCTION**  
**PROJECTS**



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## TELEPHONE DIRECTORY

- 1.) Building Division - Permit Section  
Room 425, City Hall  
1200 Market Street  
Saint Louis, MO 63103  
Hours: 8:00 a.m. to 4:30 p.m.  
Phone: (314) 622-3313  
Fax: (314) 622-3698
- 2.) Building Division - Plan Exam Section  
Room 400, City Hall  
1200 Market Street  
Saint Louis, MO 63103  
Hours: 8:00 a.m. to 5:00 p.m.  
Phone: (314) 622-3332  
Fax: (314) 552-7617
- 3.) Building Division - Zoning Section  
Room 400, City Hall  
1200 Market Street  
Saint Louis, MO 63103  
Hours: 8:00 a.m. to 5:00 p.m.  
Phone: (314) 622-3666  
Fax: (314) 552-7617
- 4.) Building Division - Plumbing Section  
Room 425, City Hall  
1200 Market Street  
Saint Louis, MO 63103  
Hours: 8:00 a.m. to 5:00 p.m.  
Phone: (314) 622-4356  
Fax: (314) 622-4094
- 5.) Building Division - Mechanical Section  
Room 425, City Hall  
1200 Market Street  
Saint Louis, MO 63103  
Hours: 8:00 a.m. to 5:00 p.m.  
Phone: (314) 622-3375  
Fax: (314) 622-4094

- 6.) Building Division - Electrical Section  
Room 425, City Hall  
1200 Market Street  
Saint Louis, MO 63103  
Hours: 8:00 a.m. to 5:00 p.m.  
Phone: (314) 622-3325  
Fax: (314) 622-4094
- 7.) Building Division - Inspection Section  
Room 407, City Hall  
1200 Market Street  
Saint Louis, MO 63103  
Hours: 8:00 a.m. to 5:00 p.m.  
Phone: (314) 622-4671  
Fax: (314) 589-6694
- 8.) Board of Adjustment  
Room 400, City Hall  
1200 Market Street  
Saint Louis, MO 63103  
Hours: 8:00 a.m. to 4:30 p.m.  
Phone: (314) 622-3666  
Fax: (314) 552-7617
- 9.) Board of Building Appeals  
Room 400, City Hall  
1200 Market Street  
Saint Louis, MO 63103  
Hours: 8:00 a.m. to 4:30 p.m.  
Phone: (314) 622-3332  
Fax: (314) 552-7617
- 10) Business Assistance Center  
Room 421, City Hall  
St. Louis, MO 63103  
Hours: 8:00 a.m. to 5:00 p.m.  
Phone: (314) 622-4120  
Fax: (314) 622-3586

- 11) Fire Marshal  
Fire Department Headquarters  
1421 N. Jefferson Avenue  
Saint Louis, MO 63106  
Hours: 8:00 a.m. to 5:00 p.m.  
Phone: (314) 289-1900  
Fax: (314) 289-1977
- 12) Cultural Resources Offices  
Planning and Urban Design Agency  
1015 Locust- Suite 1200  
Saint Louis, MO 63101  
Hours: 8:00 a.m. to 5:00 p.m.  
Phone: (314) 622-3400  
Fax: (314) 622-3413
- 13) Street Department  
1900 Hampton  
Saint Louis, MO 63139  
Hours: 8:00 a.m. to 5:00 p.m.  
Phone: (314) 647-3111  
Fax: (314) 768-2888
- 14) Saint Louis Development Corporation  
1015 Locust - Suite 1200  
Saint Louis, MO 63101  
Hours: 8:00 a.m. to 5:00 p.m.  
Phone: (314) 622-3400  
Fax: (314) 231-2341

- 15) Metropolitan Saint Louis Sewer District  
2350 Market Street  
Saint Louis, MO 63103  
Hours: 8:00 a.m. to 5:00 p.m.  
Phone: (314) 768-6200  
Fax: (314) 647-5487
- 16) Board of Public Service  
Secretary's Office  
Room 301, City Hall  
1200 Market Street  
Saint Louis, MO 63103  
Hours: 8:00 a.m. to 5:00 p.m.  
Phone: (314) 622-4650  
Fax: (314) 589-6598
- 17) Office on the Disabled  
Room 30, City Hall  
Saint Louis, MO 63103  
Hours: 8:00 a.m. to 5:00 p.m.  
Phone: (314) 622-3686  
Fax: (314) 622-4019  
TTY: (314) 622-3693  
TDD - Answering Machine (314) 622-3692
- 18) Department of Health Services  
1520 Market Street  
P.O. Box 14702  
Saint Louis, MO 63178  
Hours: 8:00 a.m. to 5:00 p.m.  
Phone: (314) 612-5100  
Fax: (314) 612-5105

## **BUILDING DIVISION**

The Building Division was established by Article XIII, Section 15 of the Saint Louis City Charter as a Division within the Department of Public Safety. The Building Division is responsible for the enforcement of all codes and ordinances regulating the protection of the public health, safety, and welfare as related to both existing buildings and new construction.

The construction codes adopted by the City of Saint Louis provides for minimum standards to insure the public health, safety and welfare relative to new construction, the maintenance of existing buildings and to safety secure life and property from all hazards incident to the occupancy of buildings.

The Building Division enforces the following codes:

- 1.) 2009 International Building Code, as amended
- 2.) 2009 International Residential Code, as amended
- 3.) 2009 International Existing Building Code, as amended
- 4.) 2009 International Property Maintenance Code, as amended
- 5.) 2009 International Energy Conservation Code
- 6.) 1999 BOCA National Fire Prevention Code, as amended
- 7.) 2003 Uniform Plumbing Code, as amended
- 8.) 2009 International Mechanical Code, as amended
- 9.) 2009 International Fuel Gas Code, as amended
- 10.) 2011 National Electrical Code, as amended

In addition to the above Codes, the Building Division enforces a Zoning Ordinance as well as a number of other separate, stand alone ordinances, including those governing hotels, rooming houses, bed and breakfasts, arcades, junk yards and Housing Conservation Districts.

The Building Division has established a Fire Safety Unit to enforce certain provisions of the Fire Code, as amended, on both a recurring inspection basis and in the inspection of occupancy permits. The enforcement of this code will have a positive effect in streamlining the occupancy permit process.

The Building Division - Inspection Section conducts a number of inspection programs designed to stabilize neighborhoods and stop the spread of blight. Chief among these programs is the **HOUSING CONSERVATION DISTRICT PROGRAM**. This program requires an inspection when there is a change of ownership of a residential building or when there is change of tenant in a residential rental unit in a Housing Conservation District. A Housing Conservation District must be established by ordinance. Only the Alderman of the Ward in which the district is located can introduce a bill in the Board of Alderman to establish such a district.

**A DOOR-TO-DOOR INSPECTION PROGRAM** is conducted on a house-by-house systematic basis in selected areas of the City. This program is concerned primarily with exterior conditions and focuses on painting, gutters, downspouts, porches and similar items that contribute to the overall perception of the neighborhood.

The Building Division - Inspection Section also provides inspection support to the Neighborhood Stabilization Team a program designed to coordinate all city services in all City neighborhoods. The Building Division investigates building related complaints, conducts house-to-house inspections and provides demolition and/or board-up support to address vacant building problems in all City neighborhoods.

**A DEMOLITION/BOARD-UP PROGRAM** is also conducted on a city-wide basis to combat the vacant building problem faced by many of the city's neighborhoods. The number of structurally unsound buildings that can be removed is dependent on the funds appropriated for building demolition. All building demolition is done on a contractual basis, utilizing private certified and bonded demolition contractors. Buildings that are vacant but structurally sound are secured in the hope of preserving them for future rehabilitation and occupancy. The Building Division has its own board-up crews that are able to respond to the priority request to secure or re-secure vacant buildings.

The Building Division responds to a variety of complaints concerning existing buildings and property conditions as well as new construction.

The Building Division has separate Plumbing, Mechanical and Electrical Sections that inspect the installation, repair or replacement of equipment and systems within their jurisdictions.

Issuing building permits for new construction and for additions or alterations to existing buildings is one of the key functions of the Building Division. This Information Guide for Residential Construction has been prepared to assist in the permitting process and provide answers to many of the questions concerning permits. However, it is not intended to address every possible permit application and there may be situations that have requirements or approvals which exceed the general guidelines presented in this Information Guide for Residential Construction.

## **WHAT IS A BUILDING PERMIT**

A building permit is an agreement between the City of Saint Louis and the applicant whereby the applicant agrees to follow all codes and the City agrees to inspect the construction to ensure that all codes are followed. A building permit issued by the Building Division - Permit Section serves as a formal and legal authorization to start the construction work.

Normally, the applicant must submit construction documents to show what they intend to do. In many instances, the construction documents will be required to be prepared by a registered architect and/or engineer who is licensed in the State of Missouri. When the construction documents are approved, the construction must conform to the construction documents. Any deviations and/or changes in construction that differ from the approved construction documents cannot be approved in the field. This is why it is essential for the application to determine in detail the scope of work to be done before applying for a building permit. For information, call the Building Division - Permit Section at (314) 622-3313.

## **WHY DO I NEED A BUILDING PERMIT**

The easiest answer to this question is simply "for your own protection". A building permit guarantees the work will be inspected by the Building Division - Inspection Section. The building inspector may discover shoddy work, faulty materials, deviations from construction documents and violations of the codes that may result in unsafe or hazardous conditions for you and your family. Another consideration that cannot be overlooked is the fact that it is a violation of City Ordinance not to have a building permit when the work being performed requires one. Failure to obtain the necessary building permits may result in prosecution in the Housing Court with a maximum possible fine of \$500.00 plus court cost and/or imprisonment not exceeding ninety (90) days.

## **WHEN DO I NEED A BUILDING PERMIT**

A building permit is required when any structural change or major alteration is made to an existing building or when any new construction is undertaken. Normal building maintenance does not require a building permit in most instances. Separate permits for plumbing, mechanical and electrical work are also required when applicable.

Some examples of work that generally do not require permits:

Ordinary repairs to residential buildings and structures up to four (4) units; tuckpointing, plaster patching, exterior and interior painting, floor sanding and refinishing, floor tile, carpeting, replacement of flooring with like materials, wall paper, cabinet installation; repair or replacement of gutters and downspouts; applications of pre-finished aluminum, steel or vinyl on soffits, fascia boards, rake boards and overhangs; replacement or repair of existing windows and frames, whenever no modification is made to the opening; installation of storm windows and doors, glazing and glass replacement; replacement or repair of exterior doors and non-fire rated interior doors whenever no modification is made to the opening; sidewalks and driveways within property lines provided the surface drainage water does not adversely effect the adjacent property or create a nuisance; exterior stairs and/or steps which are on grade and not attached to the structure and within property lines; paved areas for residential use on the same lot as the primary structure, without roof, covers or enclosures; site work, landscaping, excavation of fill creating a permanent change in property elevation less than 6" along property lines; fixed or retractable awnings that do not project over property lines and not 40 square feet in projected area; wall panelling applied directly to wall surfaces; acoustical ceiling tile applied directly to ceiling surfaces; installation of battery-operated smoke detectors; small accessory buildings 120 square feet in area or less, provided such accessory buildings maintain setbacks required by the Zoning Ordinance; above-ground swimming pools and in-ground swimming pools less than 24" water depth with a surface area of less than 250 square feet; roof replacement when done with like material and replacement of 25% or less of the roof sheathing; new aluminum, steel or vinyl exterior siding with no change to existing openings; replacement of existing fencing, same height, material and location in the rear or side yards; retaining walls 18" or less in height; non-dish radio or television antennae 12 feet or less in height; tents smaller than 1,000 square feet; statues on private property. However property located within a City Historic District or is a City Landmark requires approval of exterior painting, gutters and downspouts, windows, doors, tuckpointing, all fences, awning and canopies and similar exterior work. In most instances a building permit is required by the Cultural Resources Office even though it is not required by the Building Code. This is done to protect the exterior appearance of the building. Copies of design standards for the 14 historic districts or 112 landmarks can be obtained by contacting the Cultural Resources Office at (314) 622-3400 or from the Register's Office in City Hall.

Some examples of work that do require a building permit:

New structures of any description, including main buildings, garages, carports, room additions and/or extensions or enlargement of existing rooms; accessory buildings over 120 square feet; porches,

decks, and retaining walls; any work which involves the installation, removal or cutting of any structural beams, joist replacement or bearing support; foundations and footing repair and/or replacement, underpinning or shoring of structure; any work that changes the class of construction of the building; the conversion of basement or below-grade space to living quarters, conversion of attic space to living quarters; the removal or installation of any partition in a habitable or occupiable space; swimming pools more than 24 inches deep or more than 30 inches wall height and with a surface area of 250 square feet or more; involve structural work and/or supports and all pools that have a permanently equipped water circulating system; the installation of pre-cast stone also requires a permit; all new fences of any type, except the replacement of existing fencing, of the same height, material and location in the rear or side yard; an entire new roof, when roof work is not replacement of like material, and/or when more than 25% of the roof sheathing is removed and replaced.

## WHERE DO I GET A BUILDING PERMIT

An application for a building permit is made in the Building Division - Permit Section, Room 425, City Hall. The application can be made by the Owner, Licensed Design Professional or the Contractor. It is, however, the Owner's responsibility to see that a building permit is secured and posted on the project job site. All building permits are issued in the name of the Owner.

Generally, five (5) sets of construction drawings are required. These are necessary to enable the Building Division Plan Exam Section to determine if the new construction, addition or alteration to existing buildings will meet all the safety requirements of the Building Code. In many instances, it will be necessary to have the project construction drawings prepared by a licensed Architect and/or Engineer who is licensed in the State of Missouri. Photographs are required for building permits that must be reviewed by the Cultural Resources Office.

The construction drawings should be in sufficient detail to show the location of the property lines, dimensions of the project, kind and size of materials used and building elevations.

Certain items of work, for example, general repairs to an existing building, do not require construction drawings, but do require a detailed work write-up, explaining the scope of the project, the location of the project relative to the property lines, what work will be done and what materials will be used.

## ONE-STOP-SHOP FOR PERMITS

In April, 1999, the City Building Division implemented a full scale effort to streamline the building permit process with the creation of the Business Assistance Center (BAC) Project Steward Program, a more comprehensive Preliminary Project Review process, and the **One-Stop-Shop for Permits**. Our goal is to significantly increase the number of **Same-Day Permits** and reduce the time frame for reviewing, approving, and issuing other building permits to between 3-5 working days after the building permit application has been made. **Presently, Same-Day Permits make up about 80% of all building permits issued.**

The focal point of the new streamlined permit process is the One-Stop-Shop for Permits which operates out of the Building Division - Permit Section, Room 425, City Hall. The key components of the One-Stop-Shop are: 1) a central location (front door) to process all same-day building permits as well as all routed permits; 2) a direct link to the Business Assistance Center Project Steward Program where Business Assistance Specialists coordinate preliminary project review meetings and assist with expedited permit issuance; 3) professional staff assigned to review projects in historic districts and special redevelopment areas; and, 4) a licensed design professional to review all building permit applications and documents, and approve all **Same-Day Permits**.

A One-Stop Shop for Permits Preliminary Project Review Meeting can be arranged through the Building Division - Plan Exam Section or through the Business Assistance Center (BAC) Project Steward Program.

## HOW MUCH DOES A BUILDING PERMIT COST

Building permit costs for residential (one and two family) construction is based upon the estimated construction cost of the project, whether the project is new construction or alterations to an existing building, and calculated as follows:

<u>Estimated Construction Cost</u>	<u>Application Fee</u>	<u>Permit Fee</u>
\$0 - \$1,000.00	\$25.00	\$19.00
\$1,001 - \$2,000	\$25.00	\$23.00
Over \$2,000	\$25.00	\$10.00 per thousand estimated construction cost or fraction thereof

All fees paid to the City of Saint Louis for building permits are non-refundable. Only the application fee is payable at the time the building permit application is filed. The permit fee will be required when final approvals have been received and the building permit is ready to be issued by the Building Division - Permit Section. The application fee and the permit fee may be paid by cash, check, or money order only, made payable to the City of Saint Louis.

The Permit Section will be glad to provide details about the cost of the building permit for your proposed project. You may call them at (314) 622-3313.

It should be noted that all information concerning building permit cost is based upon the application and permit fee schedules in place at the time of this publication.

## **RESPONSIBILITIES FOR OBTAINING A PERMIT**

Once a building permit has been obtained from the Building Division - Permit Section, there are certain responsibilities placed on the Owner and/or Contractor.

### **OWNER:**

All building permits are issued in the name of the Owner.

Must post the building permit on the project job site during the entire time of construction.

### **BUILDING OWNER AND/OR CONTRACTOR:**

Must inform the Building Division - Inspection Section twenty-four (24) hours before starting construction work.

Must call after excavation for the structure is complete and trenches for footings, column pads, piers, spread footings, or other types of footings are ready for concrete. No concrete shall be poured without a soil inspection.

Must call when the foundation forms and reinforcing steel are set in place and before concrete is poured.

Must call after all framing members and plumbing, mechanical, and electrical rough-ins are in place and before being covered with lath and plaster, drywall, paneling, etc.

Must call at the completion of all work covered by the building permit and prior to use of occupancy.

### **PLUMBING CONTRACTOR:**

Must call Building Division - Plumbing Section for an inspection involving: ground rough, roughs, finishes.

### **MECHANICAL CONTRACTOR:**

Must call Building Division - Mechanical Section when mechanical work is completed and ready for inspection.

### **ELECTRICAL CONTRACTOR:**

Must call Building Division - Electrical Section when electrical work is completed and ready for inspection.

## **BUILDING PERMITS**

622-3313

All applications for building permit must be made in person in the Building Division- Permit Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m., Monday through Friday. The office is closed on all City holidays. Building permits are required for all new construction, structural alterations, additions or alterations to existing buildings on private property. They require an inspection by the Building Division - Inspection Section and normally require construction drawings.

When all required project information is in order, some building permits may be issued the same day they are applied for, such as fences, porches, siding, garages, room additions, etc; other projects may take more extensive plan review, such as new dwelling construction, major additions and/or alterations and commercial construction. All building permits are issued in the name of the Owner.

For all construction projects in an area designed as a flood area per the FEMA Floodway or FIRM maps, a Floodway Development Permit must be issued even though a building permit may not be required by the Building Code.

Generally, most building permits which cannot be issued as Same-Day Permits are reviewed, approved, and issued within 10-15 working days. However, if the project requires Cultural Resources Office and/or SLDC-LCRA approval, it may be somewhat longer. Most projects, however, can be processed in a much shorter time.

## **PLUMBING PERMITS**

622-4356

Plumbing permits are applied, reviewed, approved and issued in the Building Division - Plumbing Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m., Monday through Friday. The office is closed on all City holidays.

Examples of plumbing work requiring plumbing permits and inspections include the placement of new plumbing fixtures, soil pipe connections, replacement of sewer laterals, soil stacks, vent pipes and water supply lines.

Plumbing permits are issued to Master Plumbers and Drainlayers who are licensed by the City of Saint Louis. The Plumbing Section can be contacted for license verification.

An Owner can receive a plumbing permit if they reside in an Owner occupied single-family dwelling and pass an exam.

Contact the Plumbing Section for further information and restrictions.

## **MECHANICAL PERMITS**

622-3375

Mechanical permits are applied, reviewed, approved, and issued in the Building Division - Mechanical Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m. Monday through Friday. The office is closed on all City holidays.

All mechanical work requires a mechanical permit issued to a contractor licensed by the City of St. Louis.

The Mechanical Section may be contacted for license verification.

There is no provision that allows a homeowner to perform mechanical work.

## **ELECTRICAL PERMITS**

622-3325

Electrical permits are applied, reviewed, approved, and issued in the Building Division - Electrical Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m. Monday through Friday. The office is closed on all City holidays.

Examples of electrical work requiring electrical permits and field inspection include the following:

- Installation of a new electrical service, or any addition to or alteration of the existing branch circuit;
- Installing new electrical outlets and/or light fixtures;
- Installation of new fuse or circuit breaker panels.

Electrical permits are issued to Electrical Contractors who are licensed by the City of Saint Louis. The Electrical Section may be contacted for license verification.

An Owner can receive a permit if they are an Owner occupant of a single-family dwelling and pass an exam.

Contact the Electrical Section for further information and restrictions.

## **OCCUPANCY PERMITS**

622-3313

Occupancy permits at the present time, are not required for residential property by the City of Saint Louis, except for Section 8 subsidy. Occupancy permits are required for commercial properties.

Occupancy permits must be applied for in the Building Division - Permit Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m., Monday through Friday. The office is closed on all City holidays. All residential occupancy permit applications require a notarized letter (See attached Letter of Authorization which may be utilized) from the Owner of the property if the application is being made by someone other than the Owner.

Fees for residential occupancy permits are as follows:

Section 8 or a voluntary application request for a dwelling unit under 3,500 square feet requires a \$80.00 permit fee. For each additional unit in the same building that is inspected at the same time there will be a \$20.00 per unit fee.

## **DEMOLITION PERMITS**

622-3313

Demolition permits are issued by the Building Division - Permit Section.

All requests for demolition permits are reviewed by the Cultural Resources Office (CRO). The CRO requires photographs of all buildings that are to be demolished and a site plan drawing indicating the location and extent of the proposed demolition. The photographs must be submitted at the time the application is made.

Demolition permits must be obtained by a Demolition Contractor certified by the City of Saint Louis. However, an Owner may be issued a demolition permit provided the building to be removed is less than 1 1/2 stories or 15 feet in height, contains less than 10,000 cubic feet in volume and 1,000 square feet in floor area with no basement. The Owner may be issued a demolition permit for a garage or shed. If the Owner does not apply in person, then the person applying for the demolition permit needs a notarized letter from the Owner with the individual's name or the company name that will demolish the garage or shed and the dollar amount to demolish it.

The cost of the demolition permit is based on the size of the building to be demolished.

## **HOUSING CONSERVATION DISTRICT**

622-3352

As a result of the passage of the Housing Conservation District legislation by the Board of Aldermen, inspections are required in the Housing Conservation Districts when there is a sale of a residential building or when there is a change of tenant in a residential rental unit.

The Housing Conservation District inspection that is conducted is similar, but not identical to an occupancy permit inspection. A Certificate of Inspection is issued to the Owner/Tenant when the property is in compliance with the ordinance requirements.

Applications for a Certificate of Inspection must be made by mail, telephone or in person in the Building Division - Housing Conservation Section, Room 406 City Hall, between 8:00 a.m. and 4:30 p.m. Monday through Friday. The office is closed on all City holidays.

## **CULTURAL RESOURCES OFFICE**

622-3400

The Cultural Resources Office was established to review and approve, for aesthetic purposes, all exterior work on projects located in City Historic Districts, City Landmarks, all projects located within a City Park or paid for from City General Revenue Funds, all encroachments on or over public right-of-way, as well as all demolition permit applications.

Maps illustrating the boundaries of City Historic Districts or Landmarks and/or copies of the design standards can be obtained by contacting the Cultural Resources Office at (314) 622-3400, or from the Register's Office in City Hall.

For the Cultural Resources Office review, the applicant must include an additional set of construction drawings, photographs of the proposed site or existing building and construction material and color samples when applicable. All applications for signs need a duplicate set of photographs for the Building Division - Zoning Section review.

The objective of the Cultural Resources Office is to insure the aesthetic compatibility of the proposed construction project with the applicable historic district legislation. The Cultural Resources Office is authorized to require and issue permits in matters under its jurisdiction even though a building permit is not required by the Building Code. These permits are generally referred to as "CRO Only" permits.

## **BOARD OF PUBLIC SERVICE**

622-4650

All construction work that involves encroachments, high hazard uses and special conditional use permits will be referred to the Board of Public Service upon receipt of the building permit application. Approval of the Board of Public Service must be obtained before the building permit can be issued.

## **MINIMUM EXTERIOR REVIEW**

622-3666

Certain residential building permit applications that involve exterior work are required to be reviewed by the Zoning Section. A minimum of two (2) photographs of the site and/or existing building must be included at the time of building permit application.

Exterior work on residential sites of four (4) family dwelling units or less that requires a building permit and are located within 300 feet of a City Park, City Historic District or City Landmark will be reviewed by the staff of the Zoning Section according to minimum exterior design standards. All residential sites of five (5) family or more will also be reviewed according to minimum exterior design standards, regardless of location.

Copies of the minimum exterior design standards for uses such as motor vehicle oriented businesses, storefront commercial buildings, parking lots, signage, or fences can be obtained at the Building Division - Zoning Section, Room 400, City Hall, or by contacting the Zoning Section at (314) 622-3666.

## **BOARD OF ADJUSTMENT**

622-3666

The Board of Adjustment was established to allow an appeal by any interested party aggrieved by the Building Commissioner's denial of either a building or occupancy permit based on the requirements of the Zoning Ordinance.

The Board is comprised of citizens appointed by the Mayor, and is empowered to sustain the decision of the Building Commissioner, amend the decision of the Building Commissioner, or overrule the decision of the Building Commissioner by declaring such decision an undue hardship, thereby granting a variance to the applicant.

## **BOARD OF BUILDING APPEALS**

622-3332

The Board of Building Appeals was established to allow an appeal by any interested party aggrieved by the Building Commissioner's denial of a building or occupancy permit based on the requirement of the construction codes. The Board also hears appeals concerning structural condemnations.

The Board is comprised of citizens appointed by the Mayor and is empowered to sustain the decision of the Building Commissioner, amend the decision of the Building Commissioner, or overrule the decision of the Building Commissioner by declaring such proposed construction equal to or better than the required for by the construction codes. Financial hardship is not acceptable as a reason for appeal.

## **INFORMATION**

When you need information concerning:

- Building Code interpretation
- Preliminary plan review of construction documents for new construction and for additions and/or alterations to existing buildings
- Approval of building materials
- Information on Board of Building Appeals
- Consultation on preparing construction documents for residential maintenance and improvements
- Status of Building Permit Review

Call or contact the Building Division - Plan Exam Section, Room 400, City Hall, (314) 622-3332.

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When you need information concerning:

- Zoning Code interpretation
- Conditional Use Hearings
- Information on Board of Adjustment

Call or contact the Building Division - Zoning Section, Room 400, City Hall, (314) 622-3666.

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When you need information concerning:

- Building permit applications
- Occupancy permit applications
- General requirements for building permits

Call or contact the Building Division - Permit Section, Room 425, City Hall, (314) 622-3313

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When you need information concerning:

- Plumbing Code interpretations
- Plumbing permits
- Certified plumbers
- Plumbing inspections

Call or contact the Building Division - Plumbing Section, Room 425, City Hall, (314) 622-4356.

When you need information concerning:

- Residential air-conditioning
- Commercial refrigeration
- Elevators, escalators
- Stationary Engineers License

Call or contact the Building Division- Mechanical Equipment Section, Room 425, City Hall, (314) 622-3375.

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When you need information concerning:

- Electrical Code interpretations
- Electrical permits
- Certified Electrical Contractors
- Electrical inspections

Call or contact the Building Division - Electrical Section, Room 425, City Hall, (314) 622-3325.

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When you need information concerning:

- Condemned buildings
- Dangerous vacant buildings
- Demolition permits
- Certified Demolition Contractors

Call or contact the Building Division - Inspection Section, Room 407, City Hall, (314) 622-4671.

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When you need information concerning Building Division generated:

- Court cases
- Court dispositions
- Docket dates
- Court inspections

Call or contact the Building Division, Court Section, Room 425, City Hall, (314) 622-4200.

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## **SUMMARY**

No one package of information will be able to address every construction project, the specific needs of the Owner, design professionals or the building code requirements for issuance of building permits. **The best advice the Building Division can offer is to meet with the Plan Examiner early in the project to review the requirements for your project.** For complex projects, several review meetings may be necessary. The Building Division is as interested in the project proceeding as smoothly and quickly as possible through the permit process as you are.

Revised: October 14, 1998

January 10, 2000

September 8, 2000

August 8, 2003

October 22, 2003

September 1, 2005

December 1, 2010

February 10, 2011



## LETTER OF AUTHORIZATION

As a requirement of the St. Louis Building Code, unless the owner of a building personally applies for a Certificate of Use and Occupancy for that building or a portion thereof, we will require a notarized letter of authorization from the owner of record for said building. This notarized letter will contain the owner's name, address and telephone number and give permission to apply for the Certificate of Use and Occupancy for said building. In the event that a corporation owns or manages the building, the notarized letter of authorization will be on company letterhead and signed by a responsible person, preferably an officer of the corporation.

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\_\_\_\_\_  
Property Owner's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Property Owner's Telephone Number

I certify that I possess care and control of the property located  
at \_\_\_\_\_ and that I am granting permission to  
\_\_\_\_\_ to apply for a Certificate of Use and Occupancy for said property  
to be used as \_\_\_\_\_. I understand that the  
building will be inspected for compliance with all City codes and other applicable ordinances  
and that as the owner, as defined, of the property I am responsible for correcting any violations  
of said building codes and other ordinances.

\_\_\_\_\_  
Signature of Owner/Responsible Party

NOTARY SEAL:

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Telephone Number

My Commission Expires:

BE IT KNOWN that \_\_\_\_\_ personally appeared before me this \_\_\_\_\_ day  
of \_\_\_\_\_ 19\_\_\_\_ and executed this document. \_\_\_\_\_

\_\_\_\_\_  
Signature Notary Public

